

EDITED TASK LISTING

CLASS: CORRECTIONAL CASE RECORDS ANALYST

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Interprets court commitment orders, Board of Prison Terms (BPT) decisions, and Narcotic Addict Evaluation Authority (NAEA) decisions, to produce a parole and discharge date and ensure compliance with statutes, case laws, rules, regulations, Title 15, Departmental Operations Manual (DOM), etc. utilizing various resources, e.g. policies, procedures, statutes, case laws, rules, regulations, Title 15, etc. on a daily basis.
2.	Reviews inmate/parolee criminal identification history file/rap sheet to ensure proper recordings, appropriate disposition of arrests, and compliance with laws (i.e. Penal Code (PC) 296, PC 290) policies, procedures, statutes, DOM, etc., utilizing working knowledge, policies, procedures, statutes, DOM, fingerprint cards, etc. as required.
3.	Notifies the Department of Justice (DOJ) of new and/or additional commitments of inmates and/or parolees return to custody in order to update the Automated Criminal History System (e.g. inmates' fingerprints, descriptors, commitment information, etc.) using policies, procedures, statutes, DOM, California Department of Corrections (CDC) forms, fingerprint cards, etc. as required.
4.	Researches inmate/parolee legal documents (e.g. Abstracts of Judgements, Minute Orders, sentencing transcripts, appellate court decisions, BPT decisions, etc.) to ensure accurate records (e.g., judicial and clerical) and compliance with statutes, case laws, DOM, etc. utilizing statutes, case laws, DOM, working knowledge, etc. as required.
5.	Identifies proper conduct credit earning status relative to prison commitment and/or BPT decisions to accurately determine inmate release dates utilizing statutes, case laws, Offender Based Information System (OBIS), Title 15, etc. as required.
6.	Computes proper conduct credit earning status relative to prison commitment and/or BPT decisions to accurately determine inmate release dates utilizing statutes, case laws, calculation worksheet/manual, OBIS, Title 15, etc. as required.
7.	Computes data to determine dates (e.g. lifer hearing, release, discharge review, controlling discharge, etc.) and ensure inmates/parolees have satisfied their commitment term and parole utilizing statutes, Title 15, laws, rules, calculation worksheet/manual, OBIS, BPT decisions, NAEA decisions, DOM, etc. as required.

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8.	Audits various forms, system data, reports, and/or legal documents (e.g., Demand for Speedy Trial, Out-of-state Extradition, Probation Violation, Registration, Notifications (victims, law enforcement, fire marshal, etc.), Detainers, Proof of Prior Convictions, court-ordered testing requirements, inmate work incentive history, second level appeal, activity reports, miscellaneous decisions, etc.) to ensure accuracy, compliance with statutes, laws, rules, regulations, and provide information utilizing working knowledge, laws, rules, regulations, policies, procedures, DOM, Title 15, case law, worksheets, OBIS, etc. as required.
9.	Certifies copies of legal documents (e.g., PC 969B, Abstract of Judgement, Minute Orders, fingerprint cards, etc.) contained in the central file to ensure compliance with statutes, laws, rules, regulations and provide accurate information utilizing working knowledge, laws, rules, regulations, policies, procedures, DOM, Title 15, case law, worksheets, etc. as required.
10.	Analyzes various forms, system data, reports, and/or legal documents (e.g., subpoenas, Abstracts of Judgements, Appellate Court Opinions, Minute Orders, sentencing transcripts, collateral court orders, remittitures, BPT decisions, NAEA decisions, etc.) to ensure compliance with Directors' Rules, statutes, case laws, DOM, etc., determine the appropriate administrative process, provide information, and, if necessary, refer cases to the Legal Processing Unit (LPU) or appropriate authority for resolution, utilizing working knowledge, statutes, rules, regulations, policies, procedures, DOM, Title 15, case law, worksheets, OBIS, etc., as required.
11.	Reviews individual case actions (e.g. revocation, extensions, parolee-at-large, retain, miscellaneous decisions, appeals, etc.) of various term fixing and release granting authorities (e.g., BPT, NAEA, courts, or law, etc.) to ensure legal and policy compliance and provide information utilizing working knowledge, laws, rules, regulations, policies, procedures, DOM, Title 15, case law, etc. as required.
12.	Implements BPT and/or NAEA actions (e.g., revocation, extensions, parolee-at-large, retain, miscellaneous decisions, appeals, special conditions, etc.) to determine/change dates (e.g. release, discharge, etc.) utilizing working knowledge, laws, rules, regulations, policies, procedures, DOM, Title 15, case law, etc. as required.
13.	Functions as liaison between the Department and related city, county, State, and Federal agencies to provide information on matters concerning the application of sentence and parole laws and the control of prisoners in institutions and on parole utilizing working knowledge, laws, rules, regulations, policies, procedures, DOM, Title 15, case law, communication skills, etc. as requested.
14.	Represents the Department as a subject matter expert of case records before the Grand Jury, State and Federal courts, etc. to provide information and clarification utilizing working knowledge, central file, communication skills, etc. as needed.

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15.	Acts as consultant and advisor to departmental staff, other governmental agencies, court officers, inmates' family members, and other authorized persons to provide information regarding departmental case records responsibility (e.g., parole dates, work incentive, discharge review, discharge dates, etc.) under pertinent laws and administrative standards utilizing DOM, policy, procedures, central files, laws, rules, regulations, communication skills, etc. as necessary.
16.	Responds to inmate appeals (e.g. informal inmate requests, informal level CDC 602, etc.) regarding case records issues to ensure compliance with policy, DOM, Title 15, etc., provide information and/or resolve grievances, utilizing working knowledge, laws, DOM, Title 15, policies, procedures, etc. as required.
17.	Updates inmate work incentive program history to produce an accurate release date and ensure compliance with statutes, case law, policies, procedures, etc. utilizing inmate time cards, modification orders, classification actions, OBIS, policies, procedures, BPT actions, etc. as required.
18.	Acts as leadperson to other Correctional Case Records Analysts to provide information and direction utilizing working knowledge, laws, DOM, Title 15, policy, procedures, central files, rules, regulations, communication skills, etc. as necessary.
19.	Prepares various written documents (e.g. memorandum, correspondence, etc.) to request and/or provide information utilizing computer, communication skills, spelling/grammar, laws, rules, regulation, policies, procedures, DOM, etc. as needed.